

CIRCUIT COURT CLERKS:

As of 8/23/06 at 5:00 pm, only 68 Circuit Court Clerks had entered the COIN system and begun the FY07 TTF Budget Request Process. The deadline for all Clerks to complete the entire process is midnight on Thursday, August 31, 2006. Please make arrangements to begin the budget request process today.

IMPORTANT - PLEASE FOLLOW THESE BUDGETING TIPS:

1. TTF MANUAL - Before logging on to the COIN system, carefully read the FY07 TTF Budget Manual located on the Compensation Board website at <http://www.scb.virginia.gov/docs/fy07ttfbr.pdf>.
2. \$4 AVAILABLE BALANCE - F4 on the TTF Main Menu shows your \$4 available balance, but you may not budget until completing Options 1-3.
3. SRA LINE ITEM - Clerks that are not currently providing SRA should include a line item in their SERVICES Budget for the provision of SRA. This shows the intention of the Clerk to spend TTF money as the General Assembly outlines in 17.1-279, Code of Virginia.
4. EQUIPMENT - Pay special attention to the instructions on pp. 24 and 26 of the budget manual concerning how to budget equipment. If you are buying the equipment directly (through your locality), then you list the purchases in the Equipment budget. If you are purchasing the equipment through your vendor with whom you have a services contract (most Clerks purchase their equipment through a vendor), then you list the line items in the Services budget.
5. LINE ITEMS - Budget line items should be specific and detailed. Use the Purpose Codes on p. 35 of the budget manual to guide your categories for line items.
6. COIN USER ID - Make sure the Clerk signs all certifications in the budget process unless the Clerk has no COIN User ID. No User ID other than the Clerk's will be accepted unless the Clerk has no COIN User ID.

FOLLOWING THESE TIPS CAN SAVE YOU A LOT OF TIME.

Please direct any questions regarding the TTF budget process to Lisa Carson at the contact information listed below. When you finish your budget, email Lisa so she can check your entries.